

**DEPARTMENT OF HEALTH
BOARD OF NURSING HOME ADMINISTRATORS
MEETING MINUTES**

Monday, December 15, 2003

Department of Health, Point Plaza East, Conference Room 152,
310 Israel Road, Tumwater, Washington 98501

On Monday, December 15, 2003, the Board of Nursing Home Administrators met at the Department of Health, Point Plaza East, 310 Israel Road, in Tumwater, Washington. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

MEMBERS PRESENT

John Brigham, Vice Chair
Linda Batch, LPN
Donna El-Din, PT
Keith Fausero
Lennette Watson
Cal Groenenberg, Pro-Tem Member

STAFF PRESENT

Paula Meyer, Executive Director
Kendra Pitzler, Program Manager
Gail Yu, Assistant Attorney General
Judy Young, Staff Attorney
Lisa Pannone, Staff Attorney

OPEN SESSION

9:10 a.m.

1. CALL TO ORDER

Approval of Agenda

The Agenda was approved as written.

Approval of Minutes – September 19, 2003

The minutes were approved as written.

2. CHAIR REPORT.

John Brigham, Vice Chair acted as Chair as Jim Bennett was unable to attend this meeting.

Report on NAB Meeting, November 5-7, 2003.

This report was postponed to the February 20, 2004 meeting. Jim Bennett will report on this at the February 20, 2004 meeting.

Recognition of Calvin A. Groenenberg.

John Brigham presented Cal Groenenberg with a plaque recognizing his many years of service to the Nursing Home Administrator Board. Mr. Groenenberg was appointed to the Board on March 4, 1992. His term as a regular board member ended on May 28, 2003 and he was appointed as a pro-tem board member. His term as a pro-tem member expires on December 31, 2003. The Board is grateful for his many contributions over the years and members are sorry to see him go.

3. PROGRAM MANAGER REPORT. *Kendra Pitzler*

Introduction of New Assistant Attorney General.

Although unable to attend the meeting, Marc DeFreyn was the assistant attorney general working with the Board on September 19, 2003, the date of the last Nursing Home Administrator board meeting. Mr. DeFreyn then accepted a position with Health Services Section 6 as a staff attorney and has subsequently been deployed by the national guard. In the interim, Kristin Mitchell has been acting as assistant attorney general. On November 17, 2003, it was announced that, due to further reorganization in the attorney general's office, Gail Yu has now been assigned as council to the Board of Nursing Home Administrators.

Ms. Yu introduced herself and gave the Board a brief history of her experience. In addition, Lisa Pannone, staff attorney indicated that she would no longer be the primary staff attorney for Nursing Home Administrators. She introduced Judy Young who will be working with this program.

Consent Agenda.

The Board discussed the use of a consent agenda for future meetings. All agreed that this was normal practice when conducting meetings and that the consent agenda should be used in future meetings.

DOH Request Legislation.

Paula Meyer, Executive Director introduced draft legislation that may be requested by the Department. The request legislation works to eliminate barriers to licensure and make changes to the Uniform Disciplinary Act (UDA). Changes to the UDA includes allowing self-executing order which would expedite the disciplinary process when the respondent defaults, and clarifying language which allows the Department immediate access to records and reproduction. Some stakeholders have expressed dissatisfaction with this legislation. In addition, member of the legislature are currently scrutinizing the UDA. It is unclear at this time what language will move forward.

Board Members as Association Officers (Opinions from the Ethics Board).

Ms. Meyer indicated that the Health Professions Quality Assurance Commission had recently reviewed their policy on ethics. Of particular concern to the Department is a Board or Commission member who currently holds a position of officer with a professional state or national organization as this could pose or be seen as a conflict of interest. A division policy which was recently recinded was very clear that holding an officer position with a professional organization was considered a conflict of interest. The division has now drafted a new policy and will have it reviewed by Brian Malarcky who is with the State Ethics Board. Paula Meyer indicated that having a position on a state association is not viewed as a bad thing. She stated that many busy people who are likely to serve on boards and commissions are also the same people most likely to serve as officers in the association. There is simply a conflict when these people serve in both positions at the same time. Members of the Board requested clarification regarding whether Board members could serve on the Board of the professional association. Ms. Meyer indicated that she will request clarification on this matter. Once the language of this policy is finalized, staff will present the policy to the Board.

Medical Abbreviations Forbidden by JCAHO

The Board reviewed a document indicating that there were nine abbreviations recently forbidden by JCAHO due to the tendency to misread these abbreviations which could cause medical errors.

Health Professions Quality Assurance (HPQA) Fact Sheet.

The Board reviewed this document.

4. INCOMPLETE APPLICATIONS

At the last Board meeting,.

Gail Yu indicated that Kristin Mitchell had done some work on this issue when she was acting as assistant attorney general for this program. She suggested that if the Board wished to make new requirements surrounding this issue, it would be best if these requirements were put into rule. She suggested that the statute may not allow a limit on the number of times a person could take the examination but may allow a time-frame in which an applicant should be licensed once finishing their AIT program. She also indicated that a rule would not be retroactive, taking care of the applications currently on file but could be of assistance in the future.

The Board requested that all applications currently on file over two years old be closed. The Board also assigned a rules sub-committee to review this issue. The sub-committee will include Board members Lenette Watson and Keith Fauerso as well as Kendra Pitzler, Program Manager and Gail Yu, AAG.

5. SUBCOMMITTEE REVIEWS

The Board reviewed the list of subcommittees. The current committees are as follows:

- Education Subcommittee
- Case Disposition Subcommittee
- Rules subcommittee
- Task Force on Disciplinary Action Form

It was noted that all of the sub-committees were either inactive or ad-hoc. The Board made a decision to disband all the committees except for the Rules subcommittee. As noted above, this sub-committee will consist of Lennette Watson, Keith Fauerso, Gail Yu, AAG and Kendra Pitzler. This committee will be reviewing whether a time-frame should be implemented which would require an applicant to be licensed within a certain amount of time after successfully completing their AIT program.

6. GOALS AND OBJECTIVES FOR JULY, 2003 THROUGH JUNE, 2005

The Board reviewed and approved the goals and objectives as revised at the September, 2003 meeting.

7. STATE TRAINING ISSUES

The Board reviewed the statistics of NOCs and STIDs issued to licensees who did not attend the state training within the required six months. This report indicated whether those licensees have since met this requirement. The Board requested that staff now obtain the statistics of how many people obtain licensure each year to determine if there are a significant percentage of new licensees who are not complying with this law.

8. REVIEW BUDGET REPORT

The Board reviewed the most current budget report available which was dated September, 2003. It was noted that the allotment was not included and that the beginning balance was missing due to the closing of the biennial reports.

9. OPEN FORUM FOR PUBLIC INPUT

There was no public comment offered at this time.

10. DATES/LOCATIONS FOR 2004 MEETINGS

February 27, 2004
May 21, 2004
August 27, 2004
November 19, 2004

11. DISCIPLINARY CASE PRESENTATIONS

There were no disciplinary case presentations at this time.

12. REVIEW DISCIPLINARY CASES

The following cases were reviewed by the Board:

- 2003-02-0003NH
- 2003-03-0001NH
- 2003-01-0005NH
- 2003-04-0008NH
- 2003-04-0001NH
- 2003-02-0002NH
- 2002-01-0012NH
- 2002-05-0007NH
- 2002-12-0002NH
- 2002-08-0001NH

The Board recommended closure on all of the above cases.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:00 a.m.